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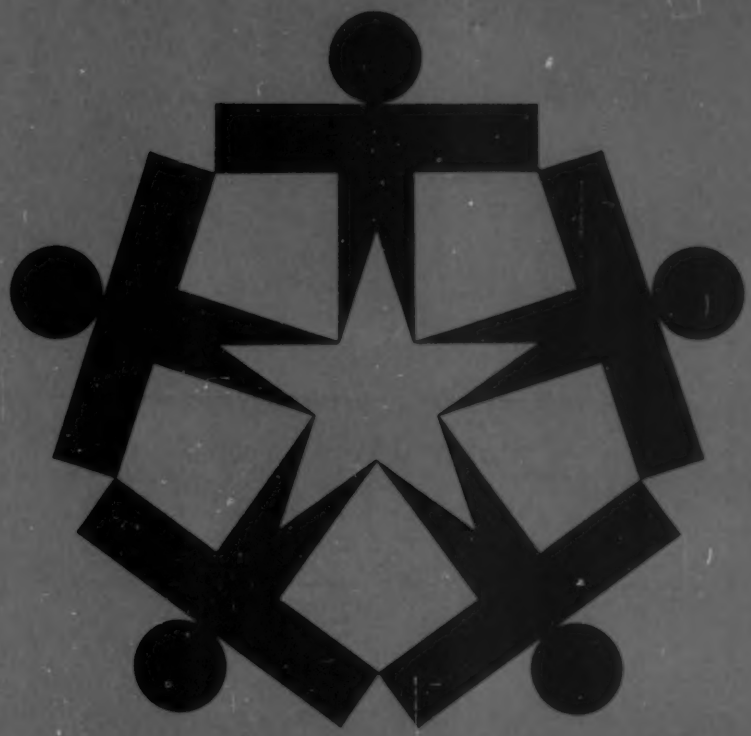

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ABSENTEEISM

2-1

Johns, Gary.

Attitudinal and nonattitudinal predictors of two forms of absence from work. Organizational behavior and human performance, 22:431-444, December 1978.

Descriptors: *Absenteeism causes--Research / Absenteeism rates / Job satisfaction research / Women--Employment.

ASSESSMENT CENTERS

2-2

Cohen, Stephen L.

How well standardized is your organization's assessment center? Personnel administrator, 23:41-51, December 1978.

Descriptors: *Assessment center--Administration.

CAREER PLANNING

2-3

Lester, Barnett B.

Program launched to counsel employees on second careers. Department of State newsletter, p. 13-15, December 1978.

Descriptors: *Second careers / *Employee outplacement / Retirement planning / U.S. Department of State / *Diplomatic and consular service / Federal employees.

2-4

Skeen, David R.

Self-assessment and planning: keys to job freedom. Classifiers column (Classification and Compensation Society), 9:4-9, November 1978.

Descriptors: Career patterns / *Career planning--Methods / *Electronic data processing personnel / Job factors / *Self-evaluation--Methods / Skills analysis.

2-5

State's workers assisted with second careers. Federal times, 14:15, January 8, 1979.

Descriptors: Federal employees / Diplomatic and consular service / *Second careers / U.S. Department of State.

CAREER STAFFING

2-6

Demand is soaring for MBA graduates. Business week, p. 42, January 15, 1979.

Descriptors: *Master of business administration degreee recipients--Pay / *Master of business administration degree recipients / *Recruitment.

2-7

Evans, Van M.

Recruitment advertising in the '80s. Personnel administrator, 23:21-25+, December 1978.

Descriptors: *Advertising--Recruitment.

2-8 HV935 .P36r

Pelissero, John P.

Recruitment and selection practices in Oklahoma police departments. Norman, University of Oklahoma, Bureau of Government Research, 1978. 47p.

Descriptors: *Police--Recruitment / *Police--Selection / Qualifications / Qualifications--Physical standards.

CHANGE, ORGANIZATIONAL

2-9
Sashkin, Marshall.
Interview. Group & organization studies, 3:401-426, December 1978.
Interview with Robert R. Blake and Jane S. Moulton, developers of instrumented laboratory training and the managerial grid.
Descriptors: *Change, Organizational / *Executives--Training / *Leadership theory / *Managerial grid.

2-10
Tichy, Noel M.
Current and future trends for change agentry. Group & organization studies, 3:467-482, December 1978.
Descriptors: *Change agents--Research / *Change, Organizational--Methods.

2-11 Iall.9 .V26p No. P-59
Vance Bibliographies.
Implementing change in organizations, based on evaluative research: a bibliography, by Ray Oman. Monticello, Ill., 1978. 24p. (Public administration series no. P-59)
Descriptors: *Change, Organizational--Bibliography / *Program evaluation--Bibliography / Federal government.

2-12 HM101 .Z1s
Zaltman, Gerald and Robert Duncan.
Strategies for planned change. New York, Wiley-Interscience, 1977. 404p.
Descriptors: *Change, Organizational / *Social change / Ethics / Change, Resistance to.

CIVIL SERVICE

2-13
Koch's plan to gut CS. Civil service leader, 39:8-9, December 15, 1978.
Descriptors: *New York (City)--Civil service / *Civil service reform.

2-14 Ref. Ic203 .Un35d 1978
U.S. Civil Service Commission.
Directory of state merit systems. Prepared by Bureau of Intergovernmental Personnel Programs. Washington, 1978. 23p. (BIPP 152-4)
Descriptors: *Civil service--Directories / *State government--Directories / *Personnel departments--Directories.

CIVIL SERVICE, FEDERAL

2-15 S/I
Brown, Harold.
Civil service reform: "a world of responsibility for management." Defense management journal, 14:9-11, November 1978.
Descriptors: *Civil service reform / Federal government / Senior executive service / Performance evaluation / Grievances--Procedures / Performance-based pay.

2-16
Historic civil service reform becomes law. Exchange, 7:1-2+, no. 2 1978.
Descriptors: *Civil service reform--Law and legislation / Downgrading / Federal government / Incentive pay / Labor-management relations / Senior executive service / Whistleblowing / U.S. Civil Service Commission.

CIVIL SERVICE, FEDERAL (Cont'd)

2-17

Personnel management series. Bureaucrat, 7:2-22, Fall 1978.

Contents: Organization for Federal pesonnel management, by Walter G. Held; Federal government labor-management relations, by Chester A. Newland: The Senior Executive Service; govenment for the people, by Sally H. Greenberg.

Descriptors: *Reorganization plans / *Senior executive service / *Civil service reform / *Scope of bargaining / Decentralization in government / *Labor-management relations--Administration / Federal government / U.S. Civil Service Commission.

2-18

U.S. President, 1977- (Jimmy Carter)

Office of Personnel Management; Merit Systems Protection Board. Appointment of members. Weekly compilation of Presidential documents, 15:3, January 8, 1979.

Descriptors: *U.S. Office of Personnel Management / *U.S. Merit Systems Protection Board / Appointments / Federal government.

2-19

Winchell, Tim E.

Federal personnel management in the eighties. Classifiers column, (Classification and Compensation Society), 9:14-15, November 1978.

Descriptors: Career staffing / Equal opportunity in employment / Federal government / Pay administration / *Civil service reform / *Personnel administration / Labor-management relations.

CIVIL SERVICE, FOREIGN

2-20

Birrell, Derek.

The Northern Ireland civil service--from devolution to direct rule. Public administration (Gt. Brit.), 56:305-319, Autumn 1978.

Descriptors: Civil service history / *Northern Ireland--Civil service.

2-21

Nethercote, J. R.

The House of Commons looks at the civil service. Australian journal of public administration, 37:157-175, June 1978.

Descriptors: *Great Britain--Civil service / Pay / Pension / Recruitment / *Reorganization plans / Training.

COLLEGE GRADUATES

2-22 M-Film

Briscoe, Dennis R.

Early-career attitudes and behaviors of recently-hired college graduates. Ann Arbor, Mich., University Microfilms, 1978. 196p.

Doctoral dissertation, Michigan State University, 1977. Abstracted in Dissertation Abstracts International, 39:353A, July 1978.

Descriptors: *College graduates--Employment--Research / *College graduates--Attitudes / *Job satisfaction research.

2-23

Where the jobs will be for '79 graduates. U.S. news & world report, 85:52+, December 18, 1978.

Descriptors: *College graduates--Career opportunities / College graduates--Career planning / *College graduates--Recruitment / College graduates--Employment / College graduates--Pay.

COMMUNICATION

2-24
Griesinger, Frank K.
'Hello' won't do when someone calls your company. Administrative management, 39:34-35, December 1978.
Descriptors: *Telephone etiquette / Training methods.

2-25
Nykodym, Nick and Jack L. Simonetti.
An evaluation of structured experiences: how effective is experience-based learning? Group & organization studies, 3:489-496, December 1978.
Descriptors: *Communication techniques--Research / Human behavior / Organizational behavior / Transfer of training.

2-26 Ie552 .P22c
Parkinson, Cyril N. and Nigel Rowe.
Communicate: Parkinson's formula for business survival. Englewood Cliffs, N.J., Prentice Hall, 1978. 205p.
Descriptors: *Communication in personnel management / *Communication techniques / *Business--Public opinion / Industrial democracy--Public opinion.

2-27
Parulski, George R., Jr.,
Silent conversations: a study of nonverbal communication. Supervision, 41:7-10, January 1979.
Descriptors: Human behavior / *Interviewing / *Nonverbal communication.

2-28
Schlesinger, Judith S.
Nonverbal communication: information and application for counselors. Personnel and guidance journal, 57:183-187, December 1978.
Descriptors: Counselors--Training / Literature reviews / *Nonverbal communication--Theory.

2-29
Wilson, Thomas B.
Making negative feedback work. Personnel journal, 57:680-681, December 1978.
Descriptors: Communications / *Feedback (Psychology).

COMPENSATION

2-30
Axelrod, C. Warren.
Evaluating salary increases. Personnel journal, 57:676-679+, December 1978.
Descriptors: *Pay increases--Evaluation / *Performance-based pay--Simulation methods.

2-31
Beyer, Richard E.
One-way analysis of variance: sample sizes unequal. Personnel administration, 23:63-66+, November 1978.
Descriptors: *Analysis of variance / Equity / *Pay rates / *Pay administration--Research.

2-32
Finkin, Eugene F.
Compensating transferred employees. Personnel, 55:43-52, November-December 1978.
Descriptors: *Compensation / Income tax--Rates and tables / *Relocation / *Geographic differential / Cost and standard of living.

2-33
Jochim, Timothy C.
Labor-management relations and employee stock-ownership programs. Personnel, 55:53-65, November-December 1978.
Descriptors: *Labor-management relations / *Stock purchase plans / Unions.

2-34 Ie72 .M58e
Michigan. University. Institute for Social Research.
Employee ownership. Report to the Economic Development Administration, United States Department of Commerce. Ann Arbor, University of Michigan, Institute for Social Research, 1977. 65p. (Project no. 99-6-09433)
Descriptors: *Stock purchase plans--Research / *Employee ownership--Research.

2-35 Ie53 .Sci2N21c 1978
National Wildlife Federation.
Compensation in the fields of fish and wildlife management. Washington, 1978. 1v.
Descriptors: *Environmental workers--Pay / *Scientists--Pay / Engineers--Pay / *Pay surveys / *College professors--Pay / State employees / Federal employees.

2-36
Pay levels in 10 areas: May 1978 - August 1978. Bulletin to management (BNA), p. 4-6, January 4, 1979.
Descriptors: *Office workers--Pay / *Pay rates.

2-37
Sullivan, John F.
Compensation & benefits. Personnel journal, 57:670-671, December 1978.
Descriptors: *Certification / *Compensation administration / Training courses of study.

2-38
U.S. President, 1977- (Jimmy Carter)
Federal pay and the anti-inflation program. Memorandum for the heads of executive departments and agencies. Weekly compilation of Presidential documents, 15:8, January 8, 1979.
Descriptors: *Pay increases / *Executives--Pay / Federal government / Wage-price policy.

2-39
Wright, Gayle N.
NSPE recommended income ranges for 1978-79. Professional engineer, 48:19-21, November 1978.
Descriptors: *Engineers--Pay / *Job descriptions.

CONSULTANTS

2-40 Id43 .A11h

Albert, Kenneth J.

How to be your own management consultant. New York, McGraw-Hill, 1978. 207p.

Descriptors: *Management consultants.

DELEGATION

2-41

Himes, Gary K.

Multiply your effectiveness. Supervision, 41:3-6, January 1979.

Descriptors: *Delegation--Methods / *Supervisors--Responsibilities.

EMPLOYEE HEALTH AND MEDICAL CARE

2-42

Beehr, Terry A. and John E. Newman.

Job stress, employee health, and organizational effectiveness: a facet analysis, model and literature review. Personnel psychology, 31:665-699, Winter 1978.

Descriptors: *Stress, Psychological / *Fatigue, Mental / *Health, Employee.

2-43

Jones, C. R.

[Evaluation of occupational employee assistance programs.] Personnel administrator, 23:37-40, November 1978.

Descriptors: *Program evaluation--Methods / *Alcoholic employees--Medical care.

2-44

Lavino, John J., Jr.

Personal assistance program. Personnel administrator, 23:35-36+, November 1978.

Descriptors: *Alcoholic employees--Rehabilitation / Alcoholic employees--Personnel policies.

2-45 S/I

Peters, Ruanne K. and Herbert Benson.

Time out from tension. Defense management journal, 14:22-25, November 1978.

Descriptors: *Relaxation techniques--Research / Stress, Psychological / Health, Employee.

2-46

Shindell, Sidney, Robert F. Weisberg and Eldred E. Giefer.

The "healthy worker effect" - fact or artifact? Journal of occupational medicine, 20:807-811, December 1978.

Descriptors: *Life expectancy--Research / *Health, Employee--Research / *Chemical workers.

EQUAL OPPORTUNITY IN EMPLOYMENT

2-47

Farrell, Michael.

Proposed EEOC regulations. Pesonnel administrator, 23:51-54+, November 1978.

Descriptors: Affirmative action / *Discrimination--Cases / *Equal opportunity in employment--Executive orders / Back pay / U.S. Equal Employment Opportunity Commission / U.S. Office of Federal Contract Compliance.

2-48
Help on complying with the uniform guidelines on employee selection procedures. Personnelite, 5:1-3, December 8, 1978.
Descriptors: *Equal opportunity in employment--Law and legislation / Government employees / Industry / *Selection--Methods.

2-49
Loomis, Carol J.
A.T.&T. in the throes of "equal employment." Fortune, 99:44-48+, January 15, 1979.
Descriptors: *Affirmative action plans / *Equal opportunity in employment / American Telephone and Telegraph Company.

2-50 M-Film
Nichols, Sonia M.
The affirmative action phenomenon: reverse discrimination. Ann Arbor, Mich., University Microfilms, 1978. 89p.
Master's thesis, California State University, Long Beach, 1977. Abstracted in Masters' Abstracts, 16:59, March 1978.
Descriptors: *Discrimination--Research / College students--Attitudes / Employee attitudes.

2-51
Patten, Thomas H., Jr.
Pay discrimination lawsuits: the problems of expert witnesses and the effects of the discovery process. Personnel, 55:27-35, November-December 1978.
Descriptors: *Discrimination / *Witnesses / Civil procedure / *Pay rates.

2-52 S/C
Seelman, Frederick G., Jr.
Employment testing law: the Federal agencies go public with the problems. Urban lawyer, 10:1-73, Winter 1978.
Descriptors: *Equal opportunity in employment--Law and legislation / *Discrimination--Cases / Selection--Methods / Federal government / Psychologists / *Test bias--Evaluation / Industry / *Administrative law--Comparative studies / U.S. Civil Service Commission / U.S. Equal Employment Opportunity Commission.

2-53
Sloan, Allan.
An analysis of uniform guidelines on employee selection procedures. Employee relations law journal, 4:346-356, Winter 1978-1979.
Descriptors: *Equal opportunity in employment--Law and legislation / Federal employees / Industry / Test validity / *Selection--Methods / *Selection--Law and legislation.

2-54
"Special Emphasis Plan" faces uncertain future. Exchange, 7:8, no. 2 1978.
The "Special Emphasis Plan," also known as the Sugarman Plan, was developed by Jule Sugarman, deputy director of the Office of Personnel Management.
Descriptors: *Affirmative action plans--Evaluation / *Discrimination / Federal employees / *Minority groups--Employment / *Women--Employment.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

2-55 Ie152 .Un35eq 1977 (Nov.)

U.S. Civil Service Commission.
Equal employment opportunity statistics. Prepared by Bureau of Personnel Management Information Systems. Washington, U.S. Govt. Print. Off., 1978. 645p. (SM 70-77B)
Descriptors: *Minority groups--Employment--Statistics / *Women--Employment--Statistics / *Civil service--Statistics / Federal government.

2-56 Ic29.2 .Un35p 1978

U.S. Civil Service Commission.
Personnel legislation enacted by 95th Congress, 2nd session, January 19 - October 15, 1978. Prepared by Office of Congressional Relations. Washington, 1978. 7p.
Descriptors: *Civil service laws / Federal government.

2-57 Ic29.2 .Un35p 1978

U.S. Civil Service Commission.
Personnel legislation on which some action was taken, 95th Congress, 2nd session, January 19 - October 15, 1978. Prepared by Office of Congressional Relations. 1978. 2p.
Descriptors: *Civil service laws / *Civil service legislation / Federal government.

2-58

West, Wayne K.
A self-audit for affirmative action programs. Personnel journal, 57:688-690+, December 1978.
Descriptors: *Affirmative action plans / *Program evaluation--Methods.

ETHICS

2-59 Ie124 .C73s

Common Cause.
Serving two masters; a Common Cause study of conflicts of interest in the executive branch. Prepared by Andrew Kneier, Helen Gittings, and Jack Conway. Washington, 1976. 74p.
Descriptors: *Executives--Ethics / *Conflict of interest / Federal government.

2-60

Guttman, Daniel.
Organizational conflict of interest and the growth of big government. Harvard journal of legislation, 15:297-364, February 1978.
Descriptors: *Conflict of interest / *Contractor personnel / *Contracts, Government / Federal government.

2-61 S/I

Lawrence, Keith D. and Robert E. Coyle.
Standards of conduct in the Navy: a primer. JAG journal (Navy), 30:1-46, Summer 1978.
Descriptors: Conflict of interest / *Employee conduct / Job search / U.S. Department of the Navy.

2-62

Why an ethics law makes the SEC fidgety. Business week, p. 17-19, January 8, 1979.
Descriptors: *Legal ethics / Government attorneys / *Financial disclosure / Federal government / Conflict of interest.

EXECUTIVES

2-63

At the top: profile of the woman executive. National business woman, 59:10-11, November-December 1978.

Reprinted in part from Profile of a Woman Officer, by Heidrick and Struggles, Inc. (Pesonnel Literature, item 6-61, June 1978).

Descriptors: Executive families / Women--Career planning / *Women executives--Characteristics / *Women executives--Pay.

2-64 LB2341 .C76c

The contemporary college president; pressures and challenges. Washington, American Association of State Colleges and Universities, 1978. 57p.

Selected papers from the Summer Council of Presidents, 1977.

Descriptors: *Executives--Conferences / *College presidents--Conferences / Executive families / Leadership / College presidents--Responsibilities / Executives--Abilities.

2-65

Lublin, Joann S.

Getting organized; more women enroll in unions, win office and push for changes. Wall Steet journal, 193:1+, January 15, 1979.

Descriptors: *Women executives--Employment / *Unions--Officers / Union members.

2-66 M-Film

Strahan, Lettie A.

Women in management as perceived by seekers and non-seekers: an exploratory study. Ann Arbor, Mich., University Microfilms, 1978. 79p.

Master's thesis, California State University, Long Beach, 1977. Abstracted in Masters Abstracts, 16:39, March 1978.

Descriptors: *Women executives / *Women--Attitudes toward.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

2-67 Ie152 .Am3m

America, Richard F. and Bernard E. Anderson.

Moving ahead: black managers in American business. New York, McGraw-Hill, 1978. 208p.

Descriptors: *Afro-American executives--Characteristics / *Afro-American executives--Attitudes / *Afro-American executives--Research.

2-68 Ie124 .F36m

Fenn, Margaret.

Making it in management; a behavioral approach for women executives. Englewood Cliffs, N.J., Prentice-Hall, 1978. 177p.

Descriptors: *Women executives / *Executives--Abilities / Leadership / Role perception.

2-69 M-Film

Guglielmino, Paul J.

Perceptions of skills needed by mid-level managers in the future and the implications for continuing education: a comparison of the perceptions of mid-level managers, professors of management, and directors of training. Ann Arbor, Mich., University Microfilms, 1978. 144p.

Doctoral dissertation, University of Georgia, 1978. Abstracted in Dissertation Abstracts International, 39:1260A, September 1978.

Descriptors: *Executives--Abilities--Research / *Middle managers--Training / Management development / Executives--Promotion.

2-70 Ie124.9 .B57e

Howe, David B. and Glenn R. Deacon.
Enhancement of executive potential. Springfield, Va., National Technical Information Service, 1978. 105p. (AD-A053875)
Master's thesis, Naval Postgraduate School, Monterey, California, 1978.
Descriptors: *Executives--Characteristics--Research / *Management potential--Research / *Management development--Research / Research reviews (Publications).

2-71

Isaack, Thomas S.
Intuition: an ignored dimension of management. Academy of Managment review, 3:917-922, October 1978.
Descriptors: *Leadership style / *Management methods / *Executives--Abilities.

2-72

Jago, Arthur G. and Victor H. Vroom.
Predicting leader behavior from a measure of behavioral intent. Academy of Management
journal, 21:715-721, December 1978.
Descritors: *Executives--Characteristics / *Leadership style--Research.

2-73

Keil, Thomas and Charles Ekstrom.
Police chief professionalism; community, departmental, and career correlates. Sociology of work occupations, 5:470-486, November 1978.
Descriptors: *Executives--Characteristics / *Police administration--Research / Professional employees / Services in employment.

2-74

Kruse, John H.
Four steps to get ahead. Management world, 7:10-12, December 1978.
Descriptors: *Executives--Characteristics / Leadership style / *Success in employment.

2-75

Lang, James R., John E. Dittrich and Sam E. White.
Managerial problem solving models: a review and a proposal. Academy of Managment review, 3:854-866, October 1978.
Descriptors: *Executives--Abilities / *Problem solving / Decison-making / *Problem solving--Group method.

2-76 M-Film

Sullivan, Virginia J.
Self-reports of graduates of a traditionally female program: career aspirations, level of position, and employment status of Michigan State University office administration majors. Ann Arbor, Mich., University Microfilms, 1978. 152p.
Doctoral dissertation, Michigan State University, 1977. Abstracted in Dissertation Abstracts International, 39:78A, July 1978.
Descriptors: *Women executives--Characteristics / Women executives--Research / *Business management--Study and teaching / Bachelor of arts degree recipients--Characteristics.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

2-77 M-Film

Vance, Carmen L.

Comparison of the career development of women executives in institutions of higher education with corporate women executives. Ann Arbor, Mich., University Microfilms, 1978. 138p.

Doctoral dissertation, Indiana University, 1978. Abstracted in Dissertation Abstracts International, 39:717A, August 1978.

Descriptors: *Women executives--Research / *Women executives--Characteristics / College administrators--Characteristics / College presidents--Characteristics / Success in employment.

EXECUTIVES--COMPENSATION

2-78

Greene, Robert J.

Career alternatives and compensation potential. Personnel administrator, 23:27-30, December 1978.

Considers use of 1978 ASPA/Hansen Salary Survey to construct a "value hierarchy" within the field.

Descriptors: *Second career / Career planning / *Executives compensation.

2-79 HD2745 .M24m

McSweeney, Edward.

The compensation game, In his Managing the managers. New york, Harper, 1978, p. 87-98.

Descriptors: *Executive compensation / *Executive perquisites.

2-80

Selsky, William.

Managers' salaries keep pace with inflation and taxes. Administrative management, 39:26-29, December 1978.

Insert at end of article: "'Executive' salaries earned by some non-executives."

Descriptors: *Administrative officers--Pay / *Executive compensation / *Women executives--Pay / *Bonus system / Administrative officers--Education / Pay surveys / *Programmers--Pay.

2-81 Ie55 .Un38r

U.S. Congress. House. Committee on Post Office and Civil Service.

Report of the Subcommittee on Presidential Pay Recommendations together with additional views. Washington, U.S. Govt. Print. Off., 1977. 19p. (H. com. print. 95th Cong.)

Descriptors: *Executives--Pay / *Executives--Pay--Legislation / *Pay administration / Members of Congress--Pay / Judges--Pay / Federal government.

EXECUTIVES--HEALTH AND MEDICAL CARE

2-82 Ie124 .G56e

Goldberg, Philip.

Executive health; how to recognize health danger signals and manage stress successfully. New York, McGraw-Hill, 1978. 272p.

At head of title: A Business Week book.

Descriptors: *Executives--Health / *Stress, Psychological / *Executives--Mental health.

2-83

Mirkin, Gabe.

How to cope with job stress. Nation's business, 67:69-72, January 1979.

Descriptors: Executives--Mental health / *Stress, Psychological.

EXECUTIVES--HEALTH AND MEDICAL CARE (Cont'd)

2-84

[Stress.] Personnel administrator, 23:20-24+, November 1978.

Contents: Personnel's newest challenge: helping to cope with greater stress, by Kurt R. Student; New horizons in organizational stress prevention approaches, by Thomas N. McGaffey.

Descriptors: *Executives--Mental health / *Medical care performance / Management theory / Organizational behavior / *Stress, Psycholgical.

EXECUTIVES--RECRUITMENT

2-85

Thompson, Donald B.

'Headhunters'--can you trust their aim? Industry week, 199:66-67+, December 1978.

Descriptors: *Executives--Recruitment.

EXECUTIVES--RESPONSIBILITIES

2-86 M-Film

Adcock, Robert L.

Mapping managerial activities onto roles and investigation into time spent in roles by middle-level managers. Ann Arbor, Mich., University Microfilms, 1978. 341p.

Doctoral dissertation, Florida State University, 1977. Abstracted in Dissertation Abstracts International, 39:1696A, September 1978.

Descriptors: *Middle managers--Responsibilities / *Middle managers--Research / *Middle managers--Characteristics.

EXECUTIVES--SELECTION AND TESTS

2-87 Id75 .F92f

Rawls, James R. and Donna J. Rawls.

Towards better selection and placement of strategic managers. In From strategic planning to strategic management, ed. by H. Igor Ansoff, Roger P. Declerck and Robert L. Hayes. New York, J. Wiley, 1976, p. 229-242.

Descriptors: *Executives--Selection / *Executives--Characteristics / *Executives--placement.

EXECUTIVES--TRAINING

2-88

Kerzner, Harold.

Training systems managers. Journal of systems management, 29:23-27, December 1978.

Descriptors: *Executives--Training / *Professional education / *Systems analysts--Training.

2-89

Mustafa, Husain and Robert Guhde.

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Descriptors: *Flexible working hours / *Flexible working hours--Evaluation / Literature reviews.

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Descriptors: *Flexible working hours / *Flexible working hours--Case studies.

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Descriptors: *Organizational behavior / *Management by objectives / Performance evaluation / Management theory / Employee development.

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Descriptors: *Job satisfaction research / *New employees--Characteristics / *New employees--Attitudes.

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Descriptors: *Leadership style / Employee attitudes / *Blue collar workers--Job satisfaction / *Job satisfaction research.

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Weaver, Charles N.
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Descriptors: *Job satisfaction research / Personal values.

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Figgins, Ross.
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Bennett, George.
Public sector bargaining. Labor law journal, 29:796-798, December 1978.
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Clark, R. Theodore, Jr.
Scope of bargaining in the public sector reviewed. LMRS newsletter (United States Conference of Mayors), 10:2+, January 1979.
Descriptors: *Collective bargaining--Law and legislation / Government employees / Labor management relations / Negotiation.

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Descriptors: *Labor-management relations / *Productivity / New York (City) / Municipal employees.

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Descriptors: *Police--Collective bargaining / *Collective bargaining--Law and legislation / Collective labor agreements.

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Proposition 13 and the Dayton referendum: public sector labor relations at the crossroads. Employee relations law journal, 4:444-447, Winter 1978-1979.
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Descriptors: Federal employees / *Grievances--Procedures / *Labor-management relations / *Arbitration / *Executive order 11491.

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Ames, ArDee.
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Descriptors: *Organizational effectiveness / *Leadership style / Executives--Characteristics / *Executives--Abilities / Decision-making / Leadership theory / *Executive effectiveness.

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Bryson, John and George Kelley.
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Descriptors: *Leadership--Research / *Executives--Characteristics / Political psychology / *Organizational structure.

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Master's thesis, California State University, 1977. Abstracted in Masters Abstracts, 16:58, March 1978.
Descriptors: *Leadership style--Research / *Executive effectiveness--Research.

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Jago, Arthur G.
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Descriptors: Behaviorism (Psychology)--Research / Decison-making--Mathematical models / *Leadership theory / Executives--Training.

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Substitutes for leadership: their meaning and measurement. Organizational behavior and human performance, 22:375-403, December 1978.
Descriptors: *Leadership--Research / *Leadership style--Theory / Simulation / Role playing.

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Latona, Joseph C.
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Descriptors: *Executive effectiveness / *Leadership style / *Self-evaluation.

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Descriptors: Leadership style / *Overseas management / Working climate.

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Descriptors: *Management--Problems, exercises, etc. / Management--Textbooks / Executives--Training.

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Pike, Dan.
Management theory: its application to the job. Supervisory management, 23:26-30, December 1978.
Descriptors: *Delegation--Methods / Human behavior / Leadership theory / *Management theory.

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Lundborg, Louis B.
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Descriptors: Job satisfaction / *Morale / Organizational effectiveness.

MOTIVATION

2-164
Archer, Earnest R.
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Descriptors: *Motivation (Psychology) / *Human behavior / *Need satisfaction.

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Bobko, Philip.
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Descriptors: *Motivation theory / *Organizational behavior.

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Grant, Philip C.
Do you know what your employees really want? Management world, 7:13-15, December 1978.
Descriptors: Incentive awards / *Motivation--Methods.

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Pitts, Robert E. and Ken Thompson.
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Descriptors: *Compensation / *Supervisors--Responsibilities / *Motivation.

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Ward, Colleen.
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Descriptors: *Motivation theory / Women--Characteristics / Self-evaluation / *Women--Motivation--Research / *Achievement motivation--Research.

OCCUPATIONS AND OCCUPATIONAL CHOICE

2-169
Feldman, Daniel C. and Hugh J. Arnold.
Position choice: comparing the importance of organizational and job factors. Journal of applied psychology, 63:706-710, December 1978.
Descriptors: *Job factors--Research / Occupational choice / *Organizational characteristics--Research.

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Gottfredson, Linda S.
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Krefting, Linda A., Philip K. Berger and Marc J. Wallace, Jr.
The contribution of sex distribution, job content, and occupational classification to job sextyping: two studies. Journal of vocational behavior, 13:181-191, October 1978.
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Cuddy, Robert W.
Age discrimination amendments and their impact on personnel. Employee relations law journal, 4:339-345, Winter 1978-1979.
Descriptors: *Age discrimination--Law and legislation / *Older worker--Personnel policies / Older worker--Training.

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Stanfield, Rochelle L.
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Kotter, John P.
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Descriptors: *Organizational analysis / *Organizational behavior.

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Staw, Barry M. and Greg R. Oldham.
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Descriptors: *Organizational behavior--Research / *Absenteeism--Research / Job satisfaction research / *Analysis of variance / Performance--Research.

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Stokes, Robert L.
Evaluating administrative staff size in a public bureaucracy. Ann Arbor, Mich., University Microfilms, 1978. 249p.
Descriptors: *Organizational size--Research / *Organizational analysis / *U.S. Soil Conservation Service--Administration / Federal government.

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Woodman, Richard W. and Donald C. King.
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Descriptors: *Organizations--Climate--Research / State-of-the-art reviews.

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Descriptors: *Participative management--Conferences / *Participative management--Comparative studies.

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Rosen, Benson and Thomas H. Jerdee.
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Descriptors: *Decision-making / *Participative management / *Executives--Characteristics--Research.

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When employees run the company. Harvard business review, 57:75-77+, January-February 1979.
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Zimmerman, D. Kent.
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Descriptors: *Participative managment / Literature reviews.

PERFORMANCE EVALUATION

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Burke, Ronald J., William Weitzel and Tamara Weir.
Characteristics of effective employee performance review and development interviews: replication and extension. Personnel psychology, 31:903-920, Winter 1978.
Descriptors: *Performance evaluation--Research / *Appraisal interviews.

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Gilbert, Thomas F.
Measuring the potential for performance improvement. Training, 15:25-28, December 1978.
Descriptors: *Standards of performance / *Performance evaluation.

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Gilbert, Thomas W. and H. Robert Baird.
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Descriptors: *Performance evaluation--Methods--Evaluation / Halo effect / Federal government / Analysis of variance / *Performance evaluation--Methods--Research.

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Greller, Martin M.
The nature of subordinate participation in the appraisal interview. Academy of Management journal, 21:646-658, December 1978.
Descriptors: *Appraisal interviews--Evaluation / *Appraisal interviews--Research / *Employee attitudes / Participative management.

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Landy, Frank J., Janet L. Barnes and Kevin R. Murphy.
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Descriptors: Employee attitudes / *Performance evaluation--Research.

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Shaffer, Phyllis, Nathan Murillo and William B. Michael.
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Descriptors: *Counselors--Evaluation.

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Verespej, Michael A.
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Descriptors: Decision-making / Executives--Responsibilities / *Performance evaluation.

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Cobaugh, William B.

When it's time to rewrite your personnel manual. Personnel journal, 57:686-687+, December 1978.

Descriptors: *Personnel administration--Handbooks, manuals, etc.

2-190

Dimick, David E. and Victor V. Murray.

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Descriptors: *Personnel policies--Research / *Organizational characteristics--Research.

2-191

Swann, H. V.

Human resource accounting: some aspects which require psychologists' attention. Journal of occupational psychology, 51:301-314, no. 4 1978.

Descriptors: Decision-making / *Human resource accounting--Evaluation / *Human research accounting--Research / Psychologists.

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Twomey, Ronald D.

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Descriptors: *Training officers--Characteristics.

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Warren, Malcolm W.
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Descriptors: *College students--Employment / *Work-study programs.

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Descriptors: *Working climate--Research / Corporate planning / *Organizational behavior.

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Descriptors: Influence (Psychology) / Organizational behavior / *Supervisors--Characteristics--Research / *Work values--Research.

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